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CITIZENS ADVISORY COMMITTEE

January 23, 2008
6:30 – 8:00 p.m.
McCloskey Room

Suggested Time

- 6:30 PM I. Call to Order
- II. Election of Officers
A. Chair
B. Vice-Chair
- III. Approval of Minutes:
A. November 28, 2007
- IV. Communications from the Chair
- 7:00 PM V. Reports from Officers and/or Committees
A. Citizens Guide to Transportation Planning
- VI. Reports from the MPO Staff
A. 1st Quarter FY 2008 Progress Report
B. TIP FY 2008-2011 Amendments: SRTS & BT
C. Unified Planning Work Program Development Update
D. Transportation Improvement Program FY 2009-2012 Development Update
E. Intelligent Transportation Systems Development Update
F. INDOT's E. 10th Street Project Update
- 7:30 PM VII. Old Business
A. Complete Streets Policy
- VIII. New Business
- IX. Communications from Committee Members (*non-agenda items*)
A. Topic Suggestions for future agendas
- X. Upcoming Meetings
A. Technical Advisory Committee – January 25, 2008 at 1:30 p.m. (McCloskey Room)
B. Complete Streets Audio/Web Conference – January 30, 2008 at 4:00 p.m. (McCloskey Room)
C. Citizens Advisory Committee – February 27, 2008 at 6:30 p.m. (McCloskey Room)

Adjournment

Bloomington/Monroe County Metropolitan Planning Organization
Citizens Advisory Committee

Citizens Advisory Committee
Meeting Minutes

November 28, 2007 McCloskey Conference Room 135, City Hall

Citizens Advisory Committee Minutes are transcribed in a summarized outline manner. Audio recordings of the minutes are available in the Planning Department for full reference.

Attendance

Citizens Advisory Committee: Chair Jack Baker (McDoel Gardens NA), Vice-Chair Patrick Murray (Prospect Hill NA), Natalie Wrubel (League of Women Voters), Eve Corrigan (Citizen), Bill Hayden (Bloomington Bicycle Club), Jerry Stasny (Old Northeast NA), and Yvette Rollins (Indiana Horse Council).

Others In Attendance: Ted Miller (citizen), Brian Allen (Citizen), and Sarah Ryterband (Prospect Hill NA).

MPO Staff: Scott Robinson

I. Call to Order (~6:35PM)

II. Approval of Minutes

The minutes from the October 24, 2007 meeting were accepted by the CAC.

III. Communications from the Chair

The Policy Committee endorsed the letter prepared by the CAC addressed to Commissioner Browning at INDOT asking that the East 10th Street project be delayed so that consideration could be given to mass transit and alternative transportation.

IV. Reports from the Officers and/or Committees

A. Citizens Guide to Transportation Planning

Mr. Robinson asked committee member for final feedback on the revised Citizens Guide brochure. Ms. Wrubel provided two minor corrections (change workers to commuters and remove "etc."). Robinson said that staff would make these corrections and the final brochure will be ready by the next meeting.

V. Reports from the MPO Staff

Mr. Robinson reported that the City, IU, and INDOT recently met regarding the East 10th Street project and INDOT agreed to delay the project for several months so project modifications can be agreed upon (project will not be re-designed). It is expected that INDOT would like the project to be let by this summer and there is an opportunity to make some revisions. He also said that Justin Wykoff (Public Works) is in charge of coordinating the modifications with key staff (City, Indian University, Bloomington Transit, INDOT) and BTOP and Bloomington Bicycle and Pedestrian Safety Commission representatives. Committee members expressed their satisfaction on the outcome of this action. Robinson said staff will keep the CAC up to date on future developments for this project.

Bloomington/Monroe County Metropolitan Planning Organization
Citizens Advisory Committee

He also reminded the CAC that staff is working on previous requests to arrange a meeting with project designers for the SR 45/46 Bypass project as well as a staff presentation on the SR 37/I-69 Alternative Transportation Corridor Study for forthcoming CAC meetings. Robinson also reported on the recent Safe Routes to Schools grant awards for the MPO area and that no official notification has been received by the City regarding the Transportation Enhancement grant application for the B-line Trail.

VI. Old Business

A. Complete Streets

Mr. Robinson showed a prerecorded presentation by the American Planning Association on Complete Streets. The presentation is also available to review by request. Discussion continued after the presentation on other examples of Complete Street Policies and other best practices to help the CAC develop a Complete Street Policy which would coordinate/integrate land uses, transportation, and master plans.

VIII. Communications from Committee Members

Ms. Corrigan mentioned that Dr. Robert Cevero will give a presentation as part of the Urban Scholar Series on “Making Transit Work: Improving Mobility and Quality of Life through Transit and Land Use Integration” on November 30th at the Indianapolis Government Center.

IX. Upcoming Meetings

- A. Winter Recess - December
- B. Policy Committee – January 11, 2008 at 1:30 p.m. (McCloskey Room)
- C. Citizens Advisory Committee – January 23, 2008 at 6:30 p.m. (McCloskey Room)
- D. Technical Advisory Committees – January 25, 2008 at 6:30 p.m. (McCloskey Room)

Adjournment (~8:00 PM)

*These minutes were _____ by the CAC at their regular meeting held on January 23, 2008.
(SFR 1/23/2008)*

F.Y. 2008 Unified Planning Work Program First Quarter Progress Report *July 1, 2007 – September 30, 2007*

Executive Summary

The Bloomington/Monroe County Metropolitan Planning Organization (MPO) is charged with implementation of the Fiscal Year 2008 Unified Planning Work Program (UPWP). The UPWP describes all planning activities that are anticipated in the MPO study area over the next programming year, and documents the work that will be performed with federal highway and transit planning funds. This progress report for the first quarter of the 2008 fiscal year covers activities accomplished between July 1 and September 30, 2007.

The most notable accomplishment of the Bloomington/Monroe County Metropolitan Planning Organization was completion of the Crash Report which analyzed state crash data for Monroe County for calendar years 2003 to 2006. This report had not been produced for several years due to staff turnover and unreliable data from the State's Vehicle Crash Reporting System (which has since been replaced with the Automated Reporting Information Exchange System). The report has been improved to include a wider timeframe for analysis, improved analysis methodology, and enhanced visual representation of data.

The MPO continued its commitment to engage the community through various committees and through the dissemination of information. MPO staff coordinated meetings of the Policy Committee, Technical Advisory Committee, Citizens Advisory Committee, Safe Routes to School Task Force, the Mobility Steering Committee, and Greenways Committee. Additionally, MPO staff regularly participated in meetings of the Bloomington Bicycle and Pedestrian Safety Committee, the Monroe County Alternative Transportation and Greenways System Plan Technical Advisory Committee, City of Bloomington Projects Team meetings, and various other committees that are concerned with transportation planning in the MPO urbanized area.

MPO staff also performed core functions to ensure the continued operation of the MPO. Of notable significance was a legal evaluation of the amendment to the 2030 Long Range Transportation Plan which was adopted at the end of FY 2007. Other tasks involved preparing quarterly billings for the fourth quarter of FY 2007, maintaining files, and providing project input and oversight.

Contract Service providers of the MPO provided invaluable services as well. Bloomington's Engineering Department conducted routine traffic counts, maintained permanent traffic count stations, analyzed and recorded road pavement conditions, and conducted work on the City's 10 year pavement schedule. Monroe County Highway Department conducted road segment data analysis of the pavement management plan.

F.Y. 2008 Unified Planning Work Program First Quarter Progress Report July 1, 2007 – September 30, 2007

Work Program Elements

#101 - Transportation Planning Coordination

This element includes activities associated with administering the MPO Policy Committee, the MPO Technical Advisory Committee, and daily MPO administrative activities with the Federal Highway Administration (FHWA) and the Indiana Department of Transportation (INDOT). Additionally, the MPO must develop and administer the Unified Planning Work Program (UPWP) which describes all planning activities and documents the work that will be performed with federal planning monies and local matching funds over the course of the fiscal year. The MPO and its staff must also administer FHWA and Federal Transit Administration (FTA) grants associated with the FY 2008 UPWP. Lastly, the MPO participates in monthly meetings of the statewide Indiana MPO Council.

During this quarter, the MPO accomplished the following tasks:

A. Intergovernmental Coordination:

- Coordinated joint Policy Committee and Technical Advisory Committee meetings (minutes, packets, staff support at meetings):
 - September 7, 2007
- Coordinated Technical Advisory Committees (TAC) meetings (minutes, packets, staff support at meetings):
 - August 10, 2007
- MPO sought a legal determination for the Policy Committee on the consequences of including or omitting state projects in the 2030 Long Range Transportation Plan.
- Completed the MPO Crash Report for calendar years 2003-2006
- Presented the findings of the Crash Report to the TAC (August 10, 2007) the CAC (August 22, 2007), and the Policy Committee (September 7, 2007)
- Continued coordination with INDOT concerning the SR 45 project
- Administered and managed MPO staff
- Managed a Rose-Hulman Institute of Technology student project on the feasibility of connecting N. Dunn St. across the railroad tracks; a project which is identified in the 2030 Long Range Transportation Plan.
- Fostered interagency coordination with FHWA, INDOT, and local project partners
 - Grant coordination
 - Surface Transportation Program (STP);
 - Transportation Enhancement (TE)
 - Safe Routes To School (SRTS)
 - Community Planning Grant

B. Unified Planning Work Program:

- Completed and transmitted the FY 2007 Annual Completion Report

C. Planning Grant Administration

- Tracked MPO fiscal activities:
 - Tracked expenditures and receipts for the 4th quarter of F.Y. 2007
 - Produced F.Y. 2007 4th Quarter Billings
 - Produced the F.Y. 2007 4th Quarter Progress Report
- Adopted the Annual Self Certification Review Statement (F.Y. 2008 UPWP)

D. Indiana Metropolitan Planning Organization Council

- Attended Indiana MPO Council Meetings:
 - August 23, 2007
 - September 27, 2007

#102 - Training and Professional Development

This element includes activities to continue development of MPO staff expertise through the attendance and participation in transportation related courses, seminars, and conferences, as well as the purchase of educational/reference materials, professional periodical subscriptions, and technical software training.

During this quarter, the MPO accomplished the following tasks:

- A. Staff Training, Education, and Technical Needs
 - Renewed the annual TransCAD license
 - Attended a Safe Routes to School web conference produced by the Institute of Transportation Engineers (July 10-12, 2007)

#103 - Public Participation Coordination

This element includes activities to solicit citizen input into the transportation planning process through monthly meetings of the Citizen Advisory Committee (CAC). Additionally, the MPO is to maintain a website so that citizens, businesses, and other interested parties can download reports, data, updates, and other information related to the functions of the MPO. Lastly, the MPO must keep current its Public Participation Plan and the associated Citizens Guide to Transportation Planning so that citizens can become familiar with the workings of MPO activities, contacts, and resources.

During this quarter, the MPO accomplished the following tasks:

- A. Citizens Advisory Committee:
 - Coordinated Citizens Advisory Committee Meetings (minutes, packets, staff support at meetings):
 - August 22, 2007
 - September 26, 2007
- B. Web Site Administration
 - Managed the MPO web page
 - Posted materials related to MPO Committees (PC, TAC, CAC) meetings, agendas, and packets
 - Maintained the Alternative Transportation webpage
 - Posted plans and documents (the newly adopted FY 2008-2011 TIP, Public Participation Plan, Coordinated Human Services – Public Transportation Plan, the amended 2030 Long Range Transportation Plan, FY 2008 UPWP, and the 2002-2006 Crash Report etc.) on the MPO's webpage as well as the documents clearinghouse webpage
- C. Public Involvement Process
 - Continued work with the CAC to update *"Moving Forward: A Citizens Guide to Transportation Planning"*

#201 - Transportation Improvement Program

This element includes activities to develop a Transportation Improvement Program (TIP) pursuant to U.S. Department of Transportation requirements which details all federal-aid projects. The MPO took measures to keep this document relevant and up-to-date. Staff also attended monthly meetings with representatives from various City of Bloomington departments for transportation project management coordination.

During this quarter, the MPO accomplished the following tasks:

- A. Transportation Improvement Program
 - No tasks were accomplished with the Transportation Improvement Program
- B. Project Coordination
 - Attended monthly meetings of the City of Bloomington's Projects Team
 - July 19, 2007
 - August 16, 2007
 - September 20, 2007

#202 – Annual Documents

This element includes activities to develop an annual crash report to help identify potentially high hazard intersections and corridors within the MPO study area. This report will be used to determine project locations that may be eligible for federal grants aimed at improving safety.

During this quarter, the MPO with the help of its contract service providers accomplished the following tasks:

A. Annual Accident Report

- No tasks were accomplished with the West 2nd Street Feasibility Study Completed the MPO Crash Report which analyzed crash data for calendar years 2003-2006
- Presented the findings of the Crash Report to the TAC (August 10, 2007) the CAC (August 22, 2007), and the Policy Committee (September 7, 2007)

#203 – Short Range Transportation Studies

This element includes activities to complete the West 2nd Street Feasibility Study. This study was begun in FY 2007 to assess traffic congestion, access management, and lack of facilities for alternative modes of transportation.

During this quarter, the MPO with the help of its contract service providers accomplished the following tasks:

A. West 2nd Street Feasibility Study

- No tasks were accomplished with the West 2nd Street Feasibility Study

#301 – Long Range Transportation Plan

This element includes activities to maintain the Long Range Transportation Plan and the associated Travel Demand Model. The Travel Demand Model requires routine maintenance to reflect changes in land use, traffic volumes, and other pertinent data as well as changing transportation priorities at the local and State level. The Long Range Transportation Plan subsequently needs to be amended to reflect these priorities and all anticipated federal-aid transportation projects to be constructed within a 25 year horizon.

During this quarter, the MPO accomplished the following tasks:

A. Travel Demand Model Maintenance

- No tasks were accomplished with the Travel Demand Model.

B. Long Range Plan Amendment

- No tasks were accomplished with the West 2nd Street Feasibility Study.

#302 - Intelligent Transportation Systems (ITS)

This element includes activities to evaluate and integrate a system of technologies to improve transportation efficiency, safety, and security known as Intelligent Transportation Systems (ITS). ITS is slated to improve safety, reduce congestion, improve mobility, enhance economic productivity, and save public investment dollars without negatively affecting the environment.

During this quarter, the MPO accomplished the following tasks:

A. ITS Program Development and Implementation

- No tasks were accomplished with the ITS Program

#401 - Vehicular Data Collection

This element includes activities to conduct vehicular volume counts within the Metropolitan Planning Area for arterial and collector streets on a rotational cycle. The counts will be conducted with assistance from the Bloomington Public Works Department, the Monroe County Highways Department, and the Town of Ellettsville Planning Department so that the MPO's functionally classified roadway network is completely covered.

During this quarter, the MPO with the help of its contract service providers accomplished the following tasks:

A. Traffic Volume Counting

- The City of Bloomington Engineering Department conducted forty traffic counts, three intersection warrant studies, and two intersection turning movement counts.
- The City of Bloomington Engineering Department performed maintenance on three permanent traffic counting sites and installed new electronic cards on three counters.

#402 - Infrastructure Management

This element includes activities to perform work necessary to develop and maintain a comprehensive infrastructure management plan, with particular emphasis on pavement management. Ongoing assessment of current conditions for existing and new infrastructure is performed and recorded with assistance from the Monroe County Highways Department, Bloomington Public Works Department, and the Town of Ellettsville Planning Department.

During this quarter, the MPO with the help of its contract service providers accomplished the following tasks:

A. Infrastructure Management Plan

- The Monroe County Highways Department performed road segment analysis of the pavement management system.
- The City of Bloomington Public Works Department inspected 300 road segments and entered the information into Cartegraph, and conducted work on the 10 year pavement schedule.

#501 - Transit, Bicycle, and Pedestrian Data Collection

This element includes activities to prepare ridership data and bicycle and pedestrian volume counts. This information will aid in establishing annual passenger mile estimates for mass transit, will aid in estimating facilities that are under or over utilized, and will aid in the prioritization of capital improvements.

During this quarter, the MPO with the help of its contract service partners accomplished the following tasks:

A. Transit Ridership and Bicycle/Pedestrian Data Collection

- MPO staff conducted two bike/ped counts.
- MPO staff coordinated with City of Bloomington Engineering Department on sidewalk inventory and assessment.

#502 - Short Range Alternative Transportation Studies

This element includes activities to coordinate the Safe Routes to School Task (SRTS) Force so that local stakeholders can work cooperatively to generate project ideas and apply for SRTS funding. Additionally, MPO staff will promote and encourage bicycle and pedestrian activities as viable modes of transportation through continued cooperation with the Bicycle and Pedestrian Safety Commission. Lastly, Bloomington Transit with the assistance of a private consultant will create a new Transit Development Program (TDP) which will comprehensively analyze the operations of Bloomington Transit and provide recommendations for future improvements to transit.

During this quarter, the MPO with the help of its contract service partners accomplished the following tasks:

A. Safe Routes to School (SRTS) Program

- Coordinated SRTS Task Force Meetings (minutes, packets, staff support at meetings):
 - August 30, 2007
 - September 7, 2007
 - September 18, 2007

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- Facilitated coordination of International Walk to School Day at 6 local elementary schools
 - B. Bicycle and Pedestrian Project Coordination
 - Attended meetings and workshops of the Bicycle and Pedestrian Safety Commission:
 - July 2, 2007 (workshop)
 - July 16, 2007 (meeting)
 - August 6, 2007 (workshop)
 - August 20, 2007 (meeting)
 - September 3, 2007 (workshop)
 - September 17, 2007 (meeting)
 - Attended meetings of the Monroe County Alternative Transportation Technical Advisory Committee:
 - August 30, 2007
 - September 24, 2007
 - C. Transit Development Program
 - No tasks were accomplished with the Transit Development Program.

#503 - Long Range Alternative Transportation Programs

This element includes activities to begin implementation of the SR37/I-69 Alternative Transportation Corridor Study which was produced in FY 2007 and provided design recommendations for bicycle and pedestrian facilities for interchanges and overpasses. Additionally, the MPO supports both the City of Bloomington and Monroe County Alternative Transportation and Greenways System Plans which detail the various community needs and improvements for alternative transportation. Lastly, the MPO must maintain the locally developed Coordinated Human Services Public Transportation Plan and evaluate how transit projects serve the needs of the elderly, persons with disabilities, and persons with low income.

During this quarter, the MPO accomplished the following tasks:

- A. Alternative Transportation Corridor Study
 - No tasks were accomplished with the Alternative Transportation Corridor Study
- B. Bloomington Alternative Transportation and Greenways System Plan
 - Drafted updates to the Bloomington Alternative Transportation and Greenways System Plan and presented them for public review
 - Coordinated Strategic Advisory Committee meetings on July 19, July 26, August 2, and August 27, 2007
 - Held informational sessions at the Monroe County Public Library on August 24 & 25, 2007
 - Held a public workshop on the Plan's update in City Hall on September 11, 2007
 - Completed and submitted Bloomington's Bicycle Friendly Community application to the League of American Bicyclists
- C. Coordinated Human Services Public Transit Plan
 - Coordinated the Mobility Steering Committee meeting on September 21, 2007
 - Began strategizing on how to amend the Coordinated Plan to make sure it remains relevant